

ONE DAY FILE-IN-PERSON

MAILING MACHINES OPERATOR II  
OPEN EXAMINATION - SPOT: SACRAMENTO

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: \$ 2,649.00 - 3,216.00



FILE-IN-PERSON DATE: MAY 30, 2012

WRITTEN TEST DATE: JUNE 23, 2012

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**WHO MAY APPLY** This is an **OPEN SPOT: SACRAMENTO** examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

**HOW TO APPLY** APPLICATIONS (STD. 678) ARE AVAILABLE UPON REQUEST AND ON THE INTERNET AT: <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814> AND MUST BE FILED-IN-PERSON. FAXED AND/OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. RESUMES ALONE WILL NOT BE ACCEPTED. APPLICATIONS POSTMARKED, OR RECEIVED VIA INTEROFFICE MAIL WILL NOT BE ACCEPTED FOR ANY REASONS. APPLICATIONS (STD 678) WILL ONLY BE ACCEPTED ON MAY 30, 2012, BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. AT:

Office of State Publishing  
344 North 7<sup>th</sup> Street  
Sacramento, CA 95814

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the File-In-Person location and to the next phase of the examination.

**QUESTIONS** If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Dolores Ballejos, Exam Analyst at (916) 376-5444.**

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** Applicants must meet the experience/education requirements by the written test date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

**MINIMUM QUALIFICATIONS** **Either I**

One year of experience in the California state service performing the duties of a Mailing Machines Operator I, Range B.

**Or II**

Three years of experience operating a variety of mailing machines in the processing of outgoing United States mail. (Experience in the California state service must include one year of performing the duties of a Mailing Machines Operator I, Range B.)

**THE POSITION** This is the mailing machine expert/specialist level in the series. Under general direction incumbents operate on a full-time basis the most complex multi-function machinery; may also act as a lead person over a small group of Mailing Machines Operators and clericals where the size of the work unit precludes allocation of a supervisory level within this series. Positions exist in Sacramento only.

**SPECIAL PERSONAL CHARACTERISTICS** A mechanical aptitude and interest in machinery; neatness; orderliness; alertness; manual dexterity; a willingness to follow a prescribed routine; ability to stand for long periods of time and work in noisy surroundings, and good eyesight.

SEE REVERSE FOR ADDITIONAL INFORMATION

MAILING MACHINES OPERATOR II CK04/1780 FILE-IN-PERSON DATE: MAY 30, 2012

EXAMINATION  
INFORMATION

Special Note:  
If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each competitor take special care in filling out his or her application accurately and completely. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

WRITTEN – WEIGHTED 100%

This examination will consist of a Written Exam weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAM WILL BE DISQUALIFIED FROM THE EXAMINATION.** The written exam will be held on June 23, 2012 in Sacramento only.

SCOPE

Candidates should be prepared to answer questions related to the following areas (please see Knowledge and Abilities below):

- A. Knowledge of:
1. Postal regulations related to postage.
  2. Types of mail.
  3. ZIP Code sorting techniques.
  4. The operation and maintenance of mailing machines and related equipment.
- B. Ability to:
1. Carry out oral and written directions.
  2. Learn rapidly the operating details of mailing machines and related equipment.
  3. Operate, adjust and maintain equipment in good operating condition.
  4. Meet deadlines.
  5. Read and write at a level required for successful job performance.
  6. Maintain records.
  7. Work well with others.

ELIGIBLE LIST  
INFORMATION

An **OPEN SPOT: SACRAMENTO** eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS'  
PREFERENCE

Veterans' Preference Credit will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

**If a candidate's notice of oral interview** or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

**Veterans' Preference:** If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.** Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES    ☎    OFFICE OF HUMAN RESOURCES**  
**MAILING ADDRESS: P.O. BOX 989052    ☎    West Sacramento, CA 95798-9052    ☎    Telephone (916) 376-5400**  
**STREET ADDRESS: 707 Third Street, 7<sup>TH</sup> Floor    ☎    West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929    ☎    Voice 1-800-735-2922